

CORDOVA BAY LADIES GOLF CLUB CONSTITUTION AND BYLAWS

ARTICLE 1: NAME: CORDOVA BAY LADIES GOLF CLUB, hereafter referred to as CBLC.

ARTICLE 2: OBJECTS:

- a) To uphold the rules of the game, and to advance and safeguard the interests of its members.
- b) To maintain, regulate and enforce Golf Canada's system of handicapping, course ratings and slope numbers.
- c) To employ the funds in such a manner as is deemed to be in the best interest of its members.
- d) To maintain and regulate the competitions.
- e) To make, maintain and post such regulations as may be considered necessary for the above purposes.
- f) To promote the sport of golf and encourage members in their pursuit of their game.

ARTICLE 3: OFFICERS:

CAPTAIN:

- a) Supervise and perform all duties incidental to her office.
- b) Be an ex officio member of all committees, except the Nominating Committee.
- c) Be responsible for calling and conducting Executive meetings and the Annual General Meeting.
- d) Attend all BCGA Zone 5 meetings as called by the Chair.
- e) Communicate information and provide required authorization for Zone 5 and Provincial Competitions.
- f) Coordinate all aspects of interclub matches including scheduling, team selection, appointing team squad captains and reporting.
- g) Communicate to the CBLC any non-sanctioned events such as Field Days and tournaments at other clubs.
- h) Liaise with the Men's Club regarding club activities.

VICE CAPTAIN:

- a) Perform the duties of the Captain in the Captain's absence.
- b) Assist the Captain in her duties and attend Zone 5 meetings.
- c) Assists the Captain in coordinating all aspects of interclub matches including scheduling, team selection, appointing team squad captains and reporting.
- d) Ensure all cups and trophies are engraved.

SECRETARY:

- a) Keep the minutes of Executive Meetings and the Annual General Meeting. Distribute minutes to members of the Executive within two weeks of said meetings.
- b) Post a copy of the Minutes of Executive Meetings on the Notice Board for a period of two weeks.
- c) Ensure that the current roster of all members (names, addresses, phone numbers, etc.), produced by the Administration of Cordova Bay Golf Club, is available for all members of the Executive Committee and the membership as required.

TREASURER:

- a) Receive all money and issue Receipts.
- b) Pay all major accounts by cheque (with the exception of petty cash money) which must be signed by the Treasurer and countersigned by the Captain or Vice Captain.
- c) Prepare an Annual Budget and a budget for each event.
- d) Be responsible for providing a financial statement for all CBLC functions.
- e) Present a financial statement at all Executive Meetings and at the Annual General Meeting.
- f) Reconcile all accounts and prepare an annual financial statement as at February 28th for presentation at the following Spring Meeting.

SPORTS CHAIR:

- a) Be responsible for drawing up the yearly schedule for the Fixture List together with the Captain, Vice Captain and Pro Shop.
- b) Organize weekly competitions and declare winners.
- c) Be responsible for the purchase and distribution of weekly competition prizes.
- d) Arrange tee times with the cooperation of the staff at the Pro Shop.
- e) Be responsible for the Pin Rounds in accordance with the rules of the BCGA.
- f) Be responsible for all aspects of the Foster Cup competition.
- g) Be responsible for all aspects of the Eclectic Competition.
- h) Be responsible for all aspects of the Birdie competition.
- i) Be responsible for all aspects of the Chip In competition.
- j) Be responsible for tracking, acquisition and distribution of Break 80/90/100 and Hole In One commemoratives as required.

SPORTS VICE CHAIR:

- a) Assists the Sports Chair with the various weekly and yearly competitions.

HANDICAP CHAIR:

- a) Be responsible for monitoring each member's handicap and index to ensure equity in competitions.
- b) Be responsible for educating members regarding the importance of maintaining a handicap and the process for doing so.
- c) Performs the role of chair of the Handicap Committee as defined by Golf Canada.
- d) Be responsible for calculation of the Handicap Reduction Award and Susie Berry Award

COMMUNICATIONS CHAIR:

- a) Be responsible for coordinating information for the CBLC Newsletters and media.
- b) Assist other members of the executive committee where needed.

EVENTS CHAIR:

- a) Be responsible for the overall co-ordination and planning of major club events on the Fixtures List throughout the year working with other Executive and volunteers as required.
- b) Works closely with the Treasurer to ensure that each CBLC event is within budget.
- c) Be the prime liaison with the Events Co-ordinator at Cordova Bay Golf Club and works closely with this person to ensure that CBLC requirements are met.

EVENTS VICE CHAIR:

- a) Works with the Events Chair on all tournament events to co-ordinate the tournament with other aspects of the event.

ARTICLE 4: COMMITTEES:

NOMINATING COMMITTEE:

- a) Shall consist of the Past Captain as Chair and members appointed by said Chair.
- b) Shall propose candidates to fill positions for the ensuing 2 years (with the exception of the Captain, Vice Captain, Events Chair, Events Vice Chair, Sports Chair and Vice Sports Chair which shall each be for 1 year, the Vice Captain assuming the Captaincy, the Events Vice Chair assuming the Events Chair and the Vice Sports Chair assuming the Sports Chair in the subsequent year.)
- c) Shall prepare and post this list three weeks prior to the Annual General Meeting.
- d) Any Member may nominate candidates for positions to be filled by adding to this list, together with the names of the Nominator and Secunder. Nominations may also be made from the floor at the Annual General Meeting. Members so nominated shall be present for election by ballot.
- e) No member of the Committee may be eligible for election to the Executive for the ensuing year.

ARTICLE 5: EXECUTIVE:

- a) The Executive shall be comprised of the Officers and Chair(s) as listed in Article 3 (10 members in total) or her representative in case of absence.
- b) The function of the Executive shall be to control the finances of the CBLC and promote the overall participation of all members for the enjoyment of all.
- c) Make recommendations to Golf Canada with respect to the Course Rating and Handicap.
- d) Fill vacancies on the Executive Committee by appointment for any unexpired term.
- e) Review course handicap stroke allocations as needed.

TERM OF OFFICE

- a) Members of the Executive Committee shall be elected for a two-year term after which they may stand for re-election for a further two years with the exception of the positions as noted in Article 4 (b).
- b) Following a second term, they must retire from current position but may stand for election to another position on the Executive Committee.

ARTICLE 6: MEETINGS

ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the CBLC shall be held as near as possible to the conclusion of the scheduled golfing events.
- b) Notice of this meeting shall be posted on the Notice Board three weeks prior to the meeting.
- c) Twenty percent (20%) of the membership shall constitute a quorum
- d) In the event that a quorum is not achieved, a meeting shall be scheduled within one week's time. At that time all members present shall constitute a quorum.
- e) Voting on general business shall be by show of hands for a simple majority. Captain shall have a vote. No proxies allowed.
- f) The election of Executive Officers, if such an election were necessary, shall be by secret ballot.

ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

- 1) Minutes of the last Annual General Meeting
- 2) Presentation to our charity recipient
- 3) Captain's Report
- 4) Treasurer's Report
- 5) Election of Officers
- 6) Sports Chair Report
- 7) Handicap Chair Report
- 8) General and/or New Business
- 9) Adjournment

EXECUTIVE MEETINGS

- a) Shall be called monthly or as required and conducted by the Captain
- b) Five voting executive members shall constitute a quorum.

ARTICLE 7: EVENTS

CLUB CHAMPIONSHIP QUALIFICATION

To qualify for play in the annual Club Championships held at Cordova Bay Golf Club, a CBLC member must have played in at least five (5) CBLC events during the year at Cordova Bay Golf Club. These events can include league days on a Tuesday, Saturday or Sunday, or participation in any CBLC golf event including away interclub matches. The time frame for completion of the five games is during the CBLC season only which for this clause, is April 1st to the closing date of entry for the Club Championships.

ARTICLE 8: ANNUAL AWARDS

HANDICAP REDUCTION AWARD

This award is given to the member with the largest improvement when their factor as of September 30th of the previous year is compared to their factor as of September 30th of the current year and they meet the following criteria:

- a) Has been a member for the last two (2) years;
- b) Has played a minimum of 20 games each CBLC season (April 1 to September 30) with 5 of those games having been played at Cordova Bay Golf Club and having turned in attested Ladies Day scorecards.

SUSIE BERRY MEMORIAL AWARD

This award is given to the member with the largest improvement when their factor as of May 31st of the current year is compared to their factor as of September 30th of the current year and they meet the following criteria:

- a) Is not the recipient of the Handicap Reduction Award for the current year;
- b) Has been a member for the current year or longer;
- c) Has played a minimum of 5 games this CBLC season at Cordova Bay Golf Club on Ladies Day and having handed in attested Ladies Day scorecards.

ARTICLE 9: REVIEW & AMENDMENT

- a) The Constitution and By Laws shall be reviewed every five years.
- b) Proposed amendments to the Constitution and By Laws shall be posted on the Notice Board three weeks prior to the Annual General Meeting.

- c) Amendments to the Constitution and By Laws must be passed by a seventy-five percent (75%) majority vote at the Annual General Meeting.